



Natural Resources Conservation Service
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July 31, 2003

OKLAHOMA BULLETIN NO. OK440-3-17

**SUBJECT: PGM – Guidance for Completing the Application for Payment
(AD-1161)**

Purpose: To provide guidance for completion of the electronic version of the AD-1161 and to re-issue guidance concerning items previously contracted as Actual Cost not to exceed Average Cost (AA) under the Wildlife Habitat Incentives Program (WHIP) and Washita Critical Area Treatment Program (WASHCAT).

Expiration Date: September 30, 2003

Completion of the AD-1161 (Application for Payment)

Many personnel have experienced significant difficulties filling out the electronic version of the AD-1161. Several of the columns do not allow sufficient space to adequately address completed contract item documentation in the space that is available. In particular, **Block 8, Column C, Practice and Identifiable Unit**, does not allow enough space to adequately identify the practice and **Block 8, Column G, Extent**, does not allow enough space to enter the extent and units completed in the same cell. Also, there is a limited number of lines available to list contract items and components, resulting in the need to unnecessarily produce multiple payment application forms. A sample completed electronic payment application and continuation sheet are attached to provide guidance to overcome these issues when choosing to produce the application electronically.

As shown in the sample, all that is needed to be listed under Block 8, Column C, Practice and Identifiable Unit, is the practice code number and the current component code (refer to the current cost list for the appropriate codes). Also, due to the limited number of characters allowed in the cell, it is suggested that only the numerical value of the extent completed be entered in Block 8, Column G, Extent (for example: 150 #PLS should be listed only as 150). Since **Block 8, Column F, Practice Units Completed**, is not a required entry, it is suggested that the units completed (#PLS, AC, CY, DIFT, etc.) be entered in this column. With this method it will require only one line to document a practice or component.

(MORE)

DIST: AO

If the five lines available in Block 8 are insufficient, additional entries may be made in the five lines available in Block 9. When necessary, additional copies of the front page of form AD-1161 may be filled out as needed, cut off above Block 10, and attached to provide additional lines for contract item/component entries (see sample AD-1161 continuation sheet). Block 10, Total Earned, should reflect the total of all of the practices being applied for payment, including data entered on any attached continuation sheets. Also, to simplify the data entry, the word “**All**” should appear in **Block 11, Line G, Net payment due participant, Column (1)** (see attached sample). The electronic completion of the AD-1161 is optional. Other acceptable options are manual completion of the form by hand (providing it is legible) or typewritten. It is not the intent of this bulletin to specify either as the preferred or required method. It is hoped there will be improvements in future versions of the form, including automatic calculation of the posted information.

Change in Cost-share Type, WHIP Contracts

Many WHIP and WASHCAT contracts still contain items scheduled as Actual Cost not to exceed Average Cost (AA). Bulletin OK440-2-18 provided guidance initially in handling this situation and is re-issued as follows:

All new WHIP and WASHCAT modifications should incorporate the cost-share method change from Average not to exceed Actual Cost (AA) to Average Cost (AC). In circumstances where a modification has not been processed, the change in cost-share type may be addressed through specific notation on the payment application. When doing so, include the following statement on the payment application: “**Type of cost-share changed from AA to average cost (AC). Calculations are completed based on approved average costs effective the start date of the practice.**” Total payment should be calculated using the average cost method (extent x average cost x % cost-share = amount earned, NTE 100% of the participant’s out-of-pocket expenses). The signature of the participant on the payment application will constitute acceptance of the change. The change from AA to AC is less restrictive for the participant and may result in payment not to exceed the total of their out-of-pocket expenses.

Any questions regarding this bulletin may be forwarded to the local Zone Programs Liaison, Kevin D. Norton, Assistant State Conservationist (Programs), at (405) 742-1236, or Lanny R. Miller, Resource Specialist, at (580) 336-5515.

/s/

M. DARREL DOMINICK
State Conservationist

Attachments